



HAMMER PACKAGING

Leading with the Right People

Position Description for **Pre-Press Manager**

Reports To: Vice President of Operations

Job Grade: 14

FLSA: 1

EEO: 1

Last Update: 11/18/2005

Previous Version: 8/16/2004

Qualifications:

Education/Certifications:

College Degree

Knowledge/Experience:

Minimum 10 years Managerial, plus 10 years' experience in Digital Pre-Press Operations.

Computer Administration experience a plus.

Skills:

Communication (written/verbal), Negotiation, Multi-task, Planning, Problem Solve, Management and Administrative

Basic Accountability:

1. Knowledge of, understanding of and compliance to all Quality System Documents that are associated with job description.
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.
3. Organize, assign and supervise prepress associates to maximize production objectives for all press facilities.
4. Monitor preflight, electronic prepress and platemaking schedules, insuring the production office, sales, and/or customer service are kept abreast of problems or delays in the prep and production schedule.
5. Participate in the review of new jobs involving prepress operations. Make/recommend changes as necessary
6. Set, monitor and maintain production standards
7. Maintain an open line of communication between sales, customer service and the production office regarding the status of jobs (delivery changes, quality problems)
8. Participate in the morning and afternoon production meetings daily, if possible
9. Assist plant and office personnel with problems related to expediting job related information and/or materials
10. Coordinate color management of products with the Pressroom and Technical Lab



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11. Coordinate, select, negotiate and procure from vendors for the supply of critical consumables (plates, chemicals, proofing materials, etc.) and maintenance / service contracts, required to support the operation and equipment (servers, RIP's, plate processing line, proofing devices, etc.) of the PrePress Department.
12. Support all offset and flexo Desktop and Plate production requirements.
13. Source and recommend necessary and applicable training courses to keep all PrePress Associates current in their skills and software applications
14. Source, justify, negotiate and procure from suppliers the hardware and software upgrades to current equipment, and new hardware and software that will position PrePress on the leading edge of Production Workflow and Technology.
15. Participate in the Strategic Planning Process for HP manufacturing
16. Participate on the Corrective Action Team to support customer and quality / ISO Requirements
17. Participate on the Manufacturing Management Team, headed by the COO
18. Responsible for compiling and implementing all hire and fire personnel decisions. Coordinate and communicate with Human Resource and the Union.

Base Training Period (Hours): 550

Working Conditions:

Office Environment



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Pre-Press Manager Physical Job Requirements

0: Never, 1: Occasionally, 2: Frequently, 3: Constantly

Office/ Administration/ Management

Production/ Manufacturing

Use of Telephone:	<input type="text" value="2"/>	Standing:	<input type="text"/>
Standing:	<input type="text" value="2"/>	Sitting:	<input type="text"/>
Sitting:	<input type="text" value="1"/>	Kneeling:	<input type="text"/>
Walking:	<input type="text" value="2"/>	Bending Over Sideways:	<input type="text"/>
Lifting up to 10 lbs:	<input type="text" value="2"/>	Climbing Stairs:	<input type="text"/>
Lifting more than 10 lbs:	<input type="text" value="1"/>	Walking:	<input type="text"/>
Keyboarding or Typing:	<input type="text" value="2"/>	Lifting up to 10 lbs:	<input type="text"/>
Viewing Computer Screen:	<input type="text" value="2"/>	Lifting more than 10 lbs:	<input type="text"/>
Public Speaking:	<input type="text" value="1"/>	Lifting more than 50lbs:	<input type="text"/>
Climbing Stairs:	<input type="text" value="1"/>	Lifting more than 100 lbs:	<input type="text"/>
Meeting Participation:	<input type="text" value="2"/>	Exposure to High Speed Moving Parts:	<input type="text"/>
		Exposure to Chemicals:	<input type="text"/>
		Exposure to Chemical Fumes:	<input type="text"/>
		Exposure to Loud Noises:	<input type="text"/>
		Exposure to or Use of Sharp Objects:	<input type="text"/>
		Hand Truck Operation (Electric or Manual):	<input type="text"/>
		Focusing Using a Magnifying Glass:	<input type="text"/>
		Meeting Participation:	<input type="text"/>